



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630
planning@acton-ma.gov

Planning Department

INTERDEPARTMENTAL COMMUNICATION

To: Don Johnson, Town Manager **Date:** January 4, 2007
From: Kristin K. Alexander, AICP, Assistant Town Planner *KKA*
Subject: 288 Main Street Site Plan Special Permit, # 07/11/06-409 – Multifamily Dwelling

The Planning Department has reviewed Acton Survey and Engineering, Inc.'s response letter to staff comments dated 12/29/06. Outstanding issues from the Planning Department's (initial) August 2006 and December 2006 memos are listed below. The Planning Department's comments on the 12/29/06 letter are below in bold italics. Staff wrote "Addressed" when the applicant adequately addressed an initial comment.

- Provisions should be made for future off-street driveway connections to the adjacent Press and Cane properties. The precise locations of the connections should be determined at a later time, but the Plan should show a future potential connection to the Press property (to the north) at the end of the drive and a future potential connection to the Cane property (to the south) somewhere along the Cane property.

Staff's response 12/06: Not addressed.

It can be expected that the two adjacent properties will be redeveloped with more intense uses in the future. To eliminate the need for vehicles (especially delivery vehicles) to pull in and out of the three parcels separately and into busy Main Street traffic, staff continues to recommend that provisions be made onsite for future off-street driveway connections to the adjacent properties. If the Board decides to implement this recommendation, it should be done in the form of a recorded covenant.

- The Site Plan sheet shows Unit A's patio/deck off the rear of the unit (north side). The Unit A Plan sheet shows the patio/deck off the left side of the unit (west side). Staff recommends the patio/deck be located off the rear of the unit to allow space for a future off-street driveway connection to the Press property (see above).

Staff's response 12/06: Staff is pleased the applicant agrees that the patio/deck should be located in the rear of the unit. However, has the location of the patio/deck been corrected on the Unit A Plan sheet? The patio/deck location should be shown consistently on all Plan sheets.

Addressed.

- The sidewalk in front of the site along Main Street should be shown more clearly and labeled on the Site Plan. Staff recommends that the sidewalk be upgraded and made to match the appearance of the sidewalk across the street in front of the Quill and Press store. The sidewalk should be constructed of concrete, have vertical curbing, and be widened to 6 – 8 feet. The sidewalk should be widened since there isn't a grass strip in that area to separate pedestrian and vehicular traffic. This recommendation is also consistent with the Transportation Advisory Committee's Great Road Corridor Plan Report which discusses sidewalk design and width in general for the entire town.

Staff's response 12/06: The applicant responded that they disagree with staff's recommendation above, but they still have not addressed if/how they plan to contribute to the Town's sidewalk system.

Staff continues to recommend a 6-foot wide minimum concrete sidewalk with vertical granite curbing along Main Street in front of the site. This is a recommendation in the Kelley's Corner Specific Area Plan (page 39, bullet 3), and it is consistent with the transportation objectives listed in the Town's 1998 Master Plan Update (page 44) and recommendations made in the Transportation Advisory Committee's Great Road Corridor Plan Report (which also discusses sidewalk design in general for the entire town, pages 19-21). The State recommends vertical curbing for sidewalks when they are located immediately adjacent to a vehicular way. The Town has consistently tried to improve its sidewalk system, even when it means building and improving sidewalks incrementally. Even though the sidewalk wouldn't be constructed with the same materials as the existing sidewalk on that side of Main Street, the goal is to improve the sidewalk system and staff anticipates that the two adjacent properties will be redeveloped in the future and with reconstructed sidewalks. The new sidewalk would also match the appearance of the newest section of sidewalk (across Main Street).

- The limits of clearing should be shown on the plan to ensure that the trees to remain are protected during construction. Even though parking lot landscaping is not required, staff suggests that some deciduous trees and vegetation be preserved and/or planted along the west property line to screen the drive and parking area from the adjacent Cane residence. Staff also recommends that some shade trees be planted on either side of the driveway entrance at Main Street. The applicant may want to consider also landscaping the front of the property along Main Street for aesthetics and to help muffle potential traffic noise.

Staff's response 12/06: Two trees are shown to remain where the paved pathway to Unit D is proposed. Please explain/clarify. Staff still believes that trees and vegetation should be preserved or planted along the Cane property line, and that shade trees should be planted on the sides of the driveway entrance.

Addressed. However, two Plan changes should be made to clarify the landscaping proposed for the site. On Plan Sheet 1, in the Legend, the "tree to remain" symbol should be labeled as "existing tree." On Plan Sheet 3, Landscape Note 1 should state the pine at the "southeast" corner of the property.

- How will trash removal be handled? If a dumpster is used, it should be screened.

Addressed. Staff assumes that if the home owners hire a private trash removal company, the company will handle the removal(s) as it does for single-family homes

located along Main Street using that service (which staff has never heard any traffic or other complaints about).

Additional Comments

- **On Plan Sheets 1 and 3, the label for Site Note 13 should point to the existing sewer stub (not the proposed stub). The Site Note 13 label on Plan Sheet 3 should state "See Note 13 on Sheet 1."**
- **On Plan Sheet 2, in Stormwater Management Note 7, correct the reference to the Exxon station car wash (cleaning the catch basin).**
- **Staff has learned that at one of the Board of Selectmen's hearings, there was a discussion about vehicles trying to make a left turn out of the site onto Main Street (heading north). According to the Institute of Transportation Engineer's (ITE's) Trip Generation Manual, "Residential Condominium/Townhouse" (Land Use Code 230) 4-unit developments such as the one proposed generally result in:**

	Total Number of Vehicular Trip Ends*
Weekdays	24
Weekday AM Peak Hour	2
Weekday PM Peak Hour	2
Saturday	23
Saturday Peak Hour	2

*** A vehicular trip end = a single or one-direction vehicle movement with either the origin or the destination (exiting or entering) inside the site.**

Due to the small number of vehicular trips anticipated by the proposal, staff is not concerned about the movements in and out of the site's driveway in any direction.

cc: Garry Rhodes, Building Commissioner
Planning Board

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